

DUTY STATEMENT

Classification: Senior Legal Analyst	Position No. 140-5333-001
CBID: RO1	Office: Chief Counsel's Office
Date Prepared: December 2012	Division:
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Office of Chief Counsel's Administrative Support Unit is dedicated to providing thorough, accurate, and timely administrative and legal support to the professional legal staff in the office. Failure to provide such support will seriously impair the effectiveness of the Chief Counsel's Office to represent and serve the agency's many responsibilities and interests.

WORKING CONDITIONS. Work is performed indoors in a smoke-free office setting.

SENIOR LEGAL ANALYST POSITION: Under the general direction of the Chief Counsel and the immediate supervision of the Staff Services Manager I, Legal/Docket Administration, the Senior Legal Analyst regularly and independently performs the full range of varied and most complex paralegal duties of an analytical and sensitive nature, including those requiring a high level of responsibility--duties requiring specialized legal knowledge, analysis, coordination with the Docket Unit in the Chief Counsel's Office and attorneys, and also provides consultative services not only to the Docket Unit and attorneys, but to persons in other offices and divisions in the agency. The incumbent must understand and possess knowledge of a variety of proceedings, both administrative and judicial, that the Energy Commission conducts, monitors, or appears in, and must be familiar with the multiple areas of law and practice in which the Office of Chief Counsel advises and serves the Commission, and must understand the nature, purpose, and importance of proper, formal agency recordkeeping practices and be able to evaluate and establish protocols that ensure timely and accurate file management. The incumbent will also serve as a resource for attorneys by researching such matters as court rules, rules of practice and procedure for administrative proceedings, past Commission cases and decisions, and statutory requirements for rulemaking files. The incumbent must be capable of handling extensive contacts with all levels of personnel throughout the Energy Commission, as well as with various levels of personnel outside the agency, and with the public. In addition, the incumbent serves as a lead person over other legal support staff, and coordinates the efforts of other government agencies on projects involving the Docket Unit and the Office of Chief Counsel.

DUTIES AND RESPONSIBILITIES:

80% Analyze legal requirements for documents filed to ensure that internal procedures are correct and that filings comply with requirements; use independent judgment to interpret and apply applicable laws, statutes, regulations, and Commission policies; review filings to determine the matter to which they pertain, to whom they should be distributed, and the applicability of any legal deadlines for Commission responses, if any; independently identify potentially inappropriate submissions, and take action to have the submitter comply with the documents filing requirement; independently identify all problem areas in client requests for legal services, according to prescribed procedures, and take appropriate actions, develop strategies, and make specific recommendations to a supervisor or attorney; direct preparation of administrative records in Commission proceedings and litigation matters in compliance with applicable legal requirements for content, form, and timeliness; handle day-to-day implementation of the e-Filing Case Records Management System (eCRMS), troubleshoot Docket issues, analyze problems and develop solutions; assist in the transition of the Docket Unit's tracking database and procedures from the current obsolete FoxPro database to the new eCRMS database or document management system; understand the significance of legal records, file integrity, and public accessibility of public documents to ensure procedures will address those concerns; understand/handle the significance of, and the separate processes associated with, the filing of confidential records and protection of confidentiality; work with attorneys to produce documents to comply



with Public Record Act requests; produce a procedure guide/manual for the Energy Commission's webpage; and train Docket Unit staff in procedures and protocols and continuously update those practices as needed. (E)

- 5% Assist attorney's in conducting legal research in statutory law, regulations, and case law using law libraries and computer tools; research and analyze legal issues arising from judicial proceedings in state or federal court, quasi-adjudicatory proceedings such as for power plant certification by the Energy Commission and personnel cases before the State Personnel Board, complaints and investigations such as for enforcement of conditions of certification or compliance with the Commission's efficiency standards, quasi-legislative proceedings such as for rulemaking or a policy or technical report required of the Commission, other proceedings before state and federal agencies, and miscellaneous areas of Commission activity; research procedural matters such as court rules, rules of practice and procedure for administrative proceedings, and statutory requirements for a rulemaking file. (E)
- 5% Review and summarize transcripts, technical reports, expert witness statements and testimony, and pleadings filed in proceedings before the Commission or in court; analyze and summarize evidence in power plant licensing cases, investigations, and personnel cases; make recommendations on documents reviewed; provide first drafts of certain documents such as declarations, pleadings, motions, complaints, data requests, responses to data requests, and responses to inquiries such as Public Record Act requests and applications for confidentiality; process subpoenas that are served on individuals in litigation and in administrative proceedings; assist attorneys in preparing expert witnesses; assist attorneys at hearings, workshops, meetings, site visits, and investigations. (E)
- 5% Draft and analyze proposals for legislation and regulations; monitor the progress of legislation and regulations; collect documents for rulemaking files and oversee the assembly of rulemaking files in accordance with the Administrative Procedure Act; maintain and update the Commission's publications of its regulations in Title 20 of the California Code of Regulations and its enabling statute, the Warren-Alquist Act, for the Commission's website. (E)
- 5% Develop and maintain a manual and computerized system for organizing, storing, and retrieving information and documents for the office; organize and maintain case files, confidential documents, correspondence, briefs, and legal opinions; analyze their contents by issue or subject matter for research or investigation; gather and analyze documents for inclusion within the system; prepare synopses of significant legal issues in documents to be included in the computerized system. Serve as lead person over the docket/legal support staff, and when serving in this capacity, oversee the office's legal filings of documents in all proceedings to ensure their conformity with applicable laws, rules, regulations, standards, and style manuals; assist to develop paralegal training materials and provide training on different aspects of the Commission's proceedings and other areas of Commission responsibility in order to provide sufficient, informative paralegal support to the Chief Counsel's Office. (E)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Employee	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Supervisor	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date